

Basic computer classes are offered every day.

Holiday Hours

12/22/14-1/02/15

9:00 AM – 1:00 PM (Adults)

2:00 PM – 6:00 PM (Youth)

**Happy Holidays!**

Civic League

Holiday Meeting

December 1<sup>st</sup> @ 7:00p

**Special Events:**

BROWN BAG

HOLIDAY LUNCHEON

**Wednesday, December 10<sup>th</sup>**



**12:00n – 2:00p**

OPEN MIC

**Come enjoy poetry, live music & more!**

**Thursday, December 18<sup>th</sup>**

**7:30p to 10:00p**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Open Lab 10:00a – 2:00p <b>Resume Mondays 11:00p – 1:00p</b>	2 Open Lab 10:00a – 2:00p <b>Career Tuesdays 11:00p – 1:00p</b>	3 Open Lab 10:00a – 2:00p	4 Open Lab 10:00a – 2:00p	5 Open Lab 10:00a – 2:00p
8 Open Lab 10:00a – 2:00p 	9 Open Lab 10:00a – 2:00p	10 Open Lab 10:00a – 2:00p <b>Grammar Refresher Course 6:00p - 7:15p</b>	11 Open Lab 10:00a – 2:00p <b>No Bake Holiday Treats 6:00p - 7:15p</b>	12 Open Lab 10:00a – 2:00p
15 Open Lab 10:00a – 2:00p <b>Resume Mondays 11:00p – 1:00p</b>	16 Open Lab 10:00a – 2:00p <b>Career Tuesdays 11:00p – 1:00p</b>	17 Open Lab 10:00a – 2:00p	18 Open Lab 10:00a – 2:00p <b>Open Mic Night 7:30p – 10:00p</b>	19 Open Lab 10:00a – 2:00p <b>Holiday Greeting Cards 1:00p -2:00</b>
22 Open Lab 9:00a – 1:00p	23 Open Lab 9:00a – 1:00p <b>Kids' Crafts 5:00p – 6:00p</b>	24 Open Lab 9:00a – 12:00n	25 <b>Center Closed</b> 	26 Open Lab 9:00a – 1:00p
29 Open Lab 9:00a – 1:00p	30 Open Lab 9:00a – 1:00p	31 Open Lab 9:00a – 1:00p		



# Campostella Heights Computer Resource Center

## December 2014

### Course Descriptions

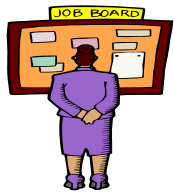
(Unless otherwise noted, all courses taught by Trina Tolentino-Pruden)



#### Resume Mondays

The resume is a powerful tool! Come power up your resume on Resume Mondays. Make sure your resume has the essential info to get you noticed. Enrollment: Max. 8.

Activity #	Day	Date	Time	Reg by	Fee
CH12-01	M	12/01	11:00a-1:00p	11/26	Free
CH12-02	M	12/15	11:00a-1:00p	12/10	Free



#### Career Tuesdays

The job application is your first introduction to a potential employer! Most companies have online job applications. Learn how to apply to online jobs. Learn how to create a profile with a company to apply for multiple positions. Enrollment: Max. 8.

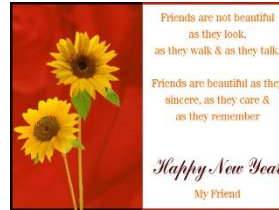
Activity #	Day	Date	Time	Reg by	Fee
CH12-03	T	12/02	11:00a-1:00p	11/27	Free
CH12-04	T	12/16	11:00a-1:00p	12/11	Free



#### Open Mic Night

Calling all poets, writers, spoken word artists, and poetry enthusiasts. Share your talents and make new friends. Join us for an inspirational open mic night!

Activity #	Day	Date	Time	Reg by	Fee
CH12-07	Th	12/18	7:30p-10:00p	12/15	Free



#### Holiday Greeting Cards

Create amazing holiday greeting cards with ease. Show off your creativity and spread holiday cheer by engaging in afternoon arts & crafts. Enrollment: Max. 8.

Activity #	Day	Date	Time	Reg by	Fee
CH12-08	F	12/19	1:00p-2:00p	12/16	Free



#### Grammar Refresher Course

There, their, or they're? Do you remember when to use which? Review proper grammar and sentence structure in this refresher course. Instructed by Chantell Phillips. Enrollment: Max. 8.

Activity #	Day	Date	Time	Reg by	Fee
CH12-05	W	12/10	6:00p-7:15p	12/05	Free



#### Kids' Crafts

Hey kids! Do you want to make a last minute gift for mom or dad? Maybe create a picture or holiday card for grandma and grandpa? Join us for Kids' Crafts! Instructed by Trina Tolentino-Pruden. Enrollment: Max. 8.

Activity #	Day	Date	Time	Reg by	Fee
CH12-09	T	12/23	5:00p-6:00p	12/18	Free



#### No Bake Holiday Treats

Season's greetings! Let's whip up some tasty no bake treats to bring in this holiday season. Share and exchange recipes, new ideas, and old cooking traditions. Enrollment: Max. 8.

Activity #	Day	Date	Time	Reg by	Fee
CH12-06	W	12/11	6:00p-7:15p	12/08	Free

